



Library Board of Trustees of Monterey Park Agenda

Regular Meeting
Monterey Park Bruggemeyer Library, Friends Room
318 South Ramona Avenue, Monterey Park, CA 91754

Tuesday, July 21, 2026
6:00 PM

Mission Statement

The mission of the City of Monterey Park is to provide excellent service, foster growth and opportunity, and create a joyous and collaborative environment.

Mission Statement

The mission of the Monterey Park Bruggemeyer Library is to create opportunities for learners of all ages and backgrounds, to foster community connections, and to advance all aspects of literacy in Monterey Park.

Land Acknowledgment

We would like to acknowledge that the land we inhabit today was once known as Tovangaar, the home of the Gabrieleño-Tongva people. We show our respect to the Gabrieleño-Tongva people, as well as all Indigenous people, past, present, and future, and honor their labor as original caretakers of this land. We commit to uplifting the Gabrieleño-Tongva people, invite you to acknowledge the history, and join us in caring for this land.

General Information

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General Information

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Special Accommodation

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 48 hours before a regular meeting and 6 hours before a special meeting for reasonable accommodation. The Library and the Friends Room are wheelchair accessible.

Addressing the Commission/Board

Pursuant to Rule 4 of Resolution No. 2026-R23, speaker time limits will be determined based on the number of speakers requesting to speak. If desirable, the Commission/Board may change the time limits.

- 5 or fewer speakers: 5 minutes each
- 6-20 speakers: 3 minutes each
- 21-40 speakers: 2 minutes each
- 40 or more speakers: 1 minute each

Written comments will be accepted up to 24 hours before the meeting through the online submission form at www.montereypark.ca.gov/CBC_comm. Comments received will be provided to the Commission/Board and included in the record but will not be read during the meeting.

Standard of Decorum

Any person addressing the Council who disrupts, disturbs, impedes, or otherwise renders infeasible the meeting's orderly conduct, who, after a request by the presiding officer, refuses to cease such behavior may be removed from the meeting.

1. Call to Order

Library Board of Trustees President

2. Flag Salute

Library Board of Trustees Vice President

3. Swearing-In of New Trustees

Swearing-In of New Library Board Trustees Fabian Raygosa and Shayda Jalali

4. Roll Call

Olivia Loo, Fabian Raygosa, Shayda Jalali, Travis Kaya and Stacy Villalobos

5. Annual Rotation of Officers

6. Agenda Revisions and Additions

7. Public Comments

8. Presentation

Introduction of Junior Friends Officers 2026/27

9. Consent Calendar

All items under the Consent Calendar are considered by the Board to be routine and will be enacted by one motion. Specific items may be removed from the Consent Calendar at the request of any member of the Board for separate consideration.

9.A. Minutes of June 16, 2026

It is recommended that the Board consider:

1. Approving the minutes from the regular meeting of June 16, 2026; and

2. Taking such additional, related, action that may be desirable.

9.B. Financial Reports and Expenditures

It is recommended that the Board consider:

1. Approving the financial reports and expenditures; and
2. Taking such additional, related, action that may be desirable.

10. City Librarian's Report

10.A. Updates on Library Activities

It is recommended that the Board consider:

1. Receiving and filing the City Librarian's Report; and
2. Taking such additional, related, action that may be desirable.

11. Old Business

11.A. Updates to Library Board of Trustees By-Laws

It is recommended that the Board consider:

1. Approving the recommended revisions to Library Board of Trustees By-Laws; and
2. Taking such additional, related, action that may be desirable.

12. New Business

13. Board Communications

13.A. President's Report

13.B. Monterey Park Library Foundation Liaison's Report

14. Adjournment



Library Board of Trustees Staff Report

Date: July 21, 2026

Agenda Item Number: 9.A.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: Minutes of June 16, 2026

Recommendation:

It is recommended that the Board consider:

1. Approving the minutes from the regular meeting of June 16, 2026; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

N/A

Background:

N/A

Fiscal Impact:

N/A

Attachments:

1. Board minutes 6-16-26

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Regular Meeting
June 16, 2026

The Library Board of Trustees of the City of Monterey Park held a Regular Meeting in the Friends Room of the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue, Monterey Park, CA 91754 on Tuesday, June 16, 2026, at 6:00 p.m.

1. CALL TO ORDER

Trustee Villalobos called the meeting to order at 6:02 p.m.

Trustee Villalobos read aloud the Library's mission statement and the City's Land Acknowledgment statement:

MISSION STATEMENT

The mission of the Monterey Park Bruggemeyer Library is to create opportunities for learners of all ages and backgrounds, to foster community connections, and to advance all aspects of literacy in Monterey Park.

LAND ACKNOWLEDGMENT

We would like to acknowledge that the land we inhabit today was once known as Tovangaar, the home of the Gabrieleño-Tongva people. We show our respect to the Gabrieleño-Tongva people, as well as all Indigenous people, past, present, and future, and honor their labor as original caretakers of this land. We commit to uplifting the Gabrieleño-Tongva people, invite you to acknowledge the history, and join us in caring for this land.

2. FLAG SALUTE

Trustee Tang led the flag salute.

3. ROLL CALL:

TRUSTEES PRESENT: Stacy Villalobos, Olivia C. Loo, Jennifer Tang, Travis Kaya and Ricky Choi

STAFF PRESENT: City Librarian Kristin Olivarez, Library Manager Linda Vera, Adult Literacy Coordinator Victor Castellanos and Senior Administrative Assistant Gwen Kishida

GUESTS PRESENT: Shayda Jalali and Fabian Raygosa

4. AGENDA REVISIONS AND ADDITIONS: None

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent service, foster growth and opportunity and create a joyous and collaborative environment.

5. PUBLIC COMMUNICATIONS: None**6. PRESENTATION:****6A. LAMP SUMMER 2026 WORKSHOPS**

Adult Literacy Coordinator Castellanos reported that in June and July 2026, LAMP Literacy is offering six-week-long summer workshops at four comprehension levels. As of this date, 120 students have registered. There are 15 different workshops led by 14 different teachers – ten volunteers and four staff. The workshops are designed to be more accessible and smaller in class size to allow for more one-on-one interaction between learners and teachers. Pronunciation, memoir writing, phonics, workplace skills and Artificial Intelligence are among the topics of instruction/discussion.

7. CONSENT CALENDAR 7A – 8B**7A. LIBRARY BOARD OF TRUSTEES MINUTES****7B. FINANCIAL REPORTS AND EXPENDITURES**

Approve the minutes from the regular meeting of May 19, 2026, and the financial reports and expenditures for May 2026.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of May 19, 2026, and the financial reports and expenditures for May 2026.

Motion: Moved by Trustee Choi and seconded by Trustee Tang. Motion carried by the following vote:

Ayes: Trustees: Villalobos, Loo, Tang, Kaya and Choi

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: None

8. CITY LIBRARIAN'S REPORT

City Librarian Olivarez highlighted the statistics for May 2026 programs, noting that the Library presented 135 programs attended by 2,659 patrons during the month.

A new part-time Library Assistant in LAMP is scheduled to start on June 22. Two candidates for part-time Library Assistant in Operational Services (OPS) are in pre-employment screening.

The elevator refurbishment is the last pending project for the Building Forward grant. A pre-bid walkthrough has been completed and bids will close this month. Work is anticipated to begin at the end of November and continue through December. Managers are currently discussing how to mitigate the impact of the elevator being unavailable to the public and staff.

Monterey Park serves schools in four school districts – Alhambra Unified School District, Garvey School District, Montebello School District and Los Angeles Unified School District – plus a number of private schools. During the 2025/26 school year, Library staff made 26 visits to schools and hosted 12 in-Library tours and storytimes, serving 3,044 students, parents and teachers.

Unearth a Story, the 2026 Summer Reading Program for children, teens and adults, began on June 13 and will run through August 1.

Through a partnership with California State Parks and the California State Library, **California State Parks Passes** allowing free vehicle day-use are available to check out at the Library. The passes are valid at 200 participating state parks. The Library has 27 park passes – currently all are checked out and four patrons are on a waiting list. The Library also has 15 **Parks Packs**, which include books on hiking and birdwatching, hiking poles, compass and flashlight with a charging cable. Select packs also include solar charging panels. Two **Stargazing Kits** are also available, which include a telescope, star guides, observing stool, compass and flashlight.

Upcoming Library programs include **Captain Tall Tale**, a Summer Reading Program performance with a dance party and circus fun, on June 17 at 3:30 p.m. at Langley Center; **Tam Tran Goes to Washington**, a play to be presented by the East West Players, on June 23 from 6 to 8 p.m. in the Friends Room and **Duty, Honor, Country, Courage: Honoring Asian Americans in Military Service**, an exhibition which will run throughout July in the Library lobby, launched with a veterans panel discussion on July 3 at 12 p.m. in the Friends Room.

Upcoming City events include **Vacant to Vibrant Community Idea Workshops** on June 23 at 6 p.m. at George Elder Park Community Room and June 24 at 6 p.m. at Langley Center; **Budget Engagement Workshops** on June 17 at 12 p.m. at Langley Center and June 29 at 6 p.m. via Zoom; the City's **Independence Day Celebration** from 4 to 9:30 p.m. in Barnes Park and the **Mayoral Installation and City Council Reorganization** on June 30 at 6 p.m. in the City Hall Council Chambers.

City Librarian Olivarez noted that this was the final meeting for Trustees Tang and Choi. City Librarian Olivarez thanked them for their support of the Library and wished them well. At the next meeting scheduled for July 21, Shayda Jalali and Fabian Raygosa will be sworn in as the new members of the Library Board of Trustees. Trustee Loo will rotate into the Board presidency and Trustee Raygosa will become vice president.

9. **OLD BUSINESS:** None

10. **NEW BUSINESS:** None

11. **BOARD COMMUNICATIONS**

11A. PRESIDENT'S REPORT

Trustee Villalobos wished everyone a happy Pride Month and Juneteenth. She commended Library staff for presenting a storytime at the MPK Campout on June 13 in Barnes Park. Trustee Villalobos thanked Trustees Tang and Choi for their guidance regarding the Library Board presidency and their years of service, passion and commitment to the Library and community as a whole.

11B. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

Trustee Loo reported the Library Foundation Board met on June 8. The Foundation is supporting the Summer Reading Program by funding prizes. Members continue to plan for the annual Gala scheduled for October 16 at Almansor Court. The Foundation will assume responsibility for the on-site bookstore, with the use agreement transferred from the Friends of the Library. Foundation member Fionya Tran has taken over management of the bookstore. The Foundation is looking to recruit additional members for its board. Trustee Loo thanked Trustees Tang and Choi for their service and hoped to continue to see them at Library and City events.

BOARD COMMUNICATIONS

Trustee Tang thanked the Trustees and Library staff for their support over her six years on the Library Board. She noted that she started on the Board during the Covid pandemic, so her tenure began with online meetings and the Library closed to the public. Trustee Tang grew up coming to the Library so she considered serving on the Library Board an opportunity of a lifetime. She was grateful to serve alongside many wonderful Trustees. Trustee Tang said that she was most proud of advocating to make the Library fine free. She was also happy when the stained-glass windows were brought home and installed here. Trustee Tang stated that she will still be around and will continue her efforts to be a library influencer.

Trustee Kaya wished everyone a happy Pride Month and thanked Library staff for participating in the San Gabriel Valley Pride Festival on June 6. Trustee Kaya thanked Trustee Tang, who suggested that he apply for the Library Board. He commended Trustee Tang for her dedication and work on the Library Board, including being an integral part of the development of the Library's Strategic Plan. Trustee Kaya stated that he knew Trustee Choi from elsewhere and other volunteer involvements and thanked him for his steadfast service to the community.

Trustee Choi thanked his colleagues and Library staff. He considered Library programming unmatched and was privileged to see its effect on the community. Trustee Choi noted that his kids are always visiting the Library and he will remain an advocate for the Library as it enriches lives on a daily basis. He wished the Library Board and the Library every success.

12. ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:34 p.m.

Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

Date: July 21, 2026

Agenda Item Number: 9.B.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: Financial Reports and Expenditures

Recommendation:

It is recommended that the Board consider:

1. Approving the financial reports and expenditures; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

N/A

Background:

N/A

Fiscal Impact:

N/A

Attachments:

1. YTD Budget Report 2026-12 June 2026
2. Trust Account Balance Sheet 2026 June

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1016001 GENERAL FUND LIB ADMIN								
1016001 5103 PERMANENT SALARIES	251,529	0	251,529	226,545.39	.00	24,983.48	90.1%	
1016001 5121 MEDICARE INSURANCE	3,647	0	3,647	3,260.04	.00	387.13	89.4%	
1016001 5122 MEDICAL INSURANCE	57,660	0	57,660	41,519.27	.00	16,141.21	72.0%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	2,002.88	.00	757.12	72.6%	
1016001 5126 ADMINISTRATION VIS	720	0	720	517.64	.00	202.36	71.9%	
1016001 5127 LONG TERM DISABILI	1,510	0	1,510	2,331.21	.00	-821.21	154.4%	
1016001 5128 LIFE INSURANCE	780	0	780	721.85	.00	58.15	92.5%	
1016001 5129 RETIREMENT	0	0	0	27,533.49	.00	-27,533.49	100.0%	
1016001 5133 401 DEFERRED COMP	6,500	0	6,500	7,321.42	.00	-821.42	112.6%	
1016001 5134 HEALTH RETIREMENT	0	0	0	14,859.68	.00	-14,859.68	100.0%	
1016001 5208 DUES AND MEMBERSHI	4,370	0	4,370	3,978.00	.00	392.00	91.0%	
1016001 5211 OTHER PROFESSIONAL	250	5,000	5,250	5,000.00	.00	250.00	95.2%	
1016001 5213 DATA PROCESSING	4,482	0	4,482	1,845.00	.00	2,637.39	41.2%	
1016001 5250 REPAIR & MAINT SER	30,000	-15,500	14,500	.00	.00	14,500.00	.0%	
1016001 5264 TRAVEL EXPENSES	400	0	400	82.60	.00	317.40	20.7%	
1016001 5266 CONFERENCES	5,000	0	5,000	480.00	.00	4,520.00	9.6%	
1016001 5269 ELECTRICITY	150,000	0	150,000	129,311.95	.00	20,688.05	86.2%	
1016001 5270 GAS	3,000	0	3,000	859.89	.00	2,140.11	28.7%	
1016001 5272 TELEPHONE	9,200	0	9,200	7,526.41	.00	1,673.59	81.8%	
1016001 5303 POSTAGE	1,200	0	1,200	830.96	.00	369.04	69.2%	
1016001 5308 OTHER OFFICE SUPPL	0	0	0	341.64	.00	-341.64	100.0%	
1016001 5310 CLEANING SUPPLIES	15,000	-5,000	10,000	2,309.80	.00	7,690.20	23.1%	
1016001 5311 OTHER OPERATING SU	10,000	2,500	12,500	12,345.48	.00	154.52	98.8%	
1016001 5342 PRINTING	500	0	500	187.84	.00	312.16	37.6%	
1016001 5402 SEPARATION BENEFIT	13,554	0	13,554	10,165.65	.00	3,388.53	75.0%	
1016001 5403 PENSION CHARGES	11,741	0	11,741	8,805.81	.00	2,935.28	75.0%	
1016001 5404 OPEB CHARGES	13,651	0	13,651	10,238.58	.00	3,412.85	75.0%	
1016001 5405 TECHNOLOGY CHARGES	12,648	0	12,648	9,485.91	.00	3,161.97	75.0%	
1016001 5408 WORKERS COMPENSATI	31,098	0	31,098	23,323.68	.00	7,774.57	75.0%	
1016001 5409 BUILDING MAINTENAN	11,662	0	11,662	8,746.53	.00	2,915.52	75.0%	
TOTAL GENERAL FUND LIB ADMIN	652,864	-13,000	639,864	562,478.60	.00	77,385.19	87.9%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	425,162	0	425,162	335,409.09	.00	89,753.22	78.9%	
1016002 5104 PART TIME SALARIES	53,312	40,000	93,312	79,396.60	.00	13,915.18	85.1%	
1016002 5121 MEDICARE INSURANCE	7,298	0	7,298	5,886.69	.00	1,411.13	80.7%	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5122 MEDICAL INSURANCE	90,121	0	90,121	62,530.45	.00	27,590.51	69.4%
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	2,912.50	.00	2,729.50	51.6%
1016002 5126 VISION PLAN	1,800	0	1,800	983.58	.00	816.42	54.6%
1016002 5127 LONG TERM DISABILI	3,120	0	3,120	1,493.89	.00	1,626.11	47.9%
1016002 5128 LIFE INSURANCE	1,560	0	1,560	1,154.96	.00	405.04	74.0%
1016002 5129 RETIREMENT	0	0	0	42,596.59	.00	-42,596.59	100.0%
1016002 5130 PART TIME RETIREME	1,386	0	1,386	2,595.36	.00	-1,209.43	187.3%
1016002 5133 401 DEFERRED COMP	5,800	0	5,800	6,321.41	.00	-521.41	109.0%
1016002 5134 HEALTH RETIREMENT	0	0	0	385.86	.00	-385.86	100.0%
1016002 5301 SMALL SOFTWARE_HAR	2,000	0	2,000	2,798.50	.00	-798.50	139.9%
1016002 5311 OTHER OPERATING SU	5,600	0	5,600	5,493.60	.00	106.40	98.1%
1016002 5343 BOOKS_SUBSCRIPTION	27,000	0	27,000	23,585.07	1,378.63	2,036.30	92.5%
1016002 5402 SEPERATION BENEFIT	25,644	0	25,644	19,233.00	.00	6,411.01	75.0%
1016002 5403 PENSION CHARGES	22,214	0	22,214	16,660.29	.00	5,553.41	75.0%
1016002 5404 OPEB CHARGES	25,828	0	25,828	19,371.00	.00	6,457.01	75.0%
1016002 5405 TECHNOLOGY CHARGES	41,106	0	41,106	30,829.23	.00	10,276.39	75.0%
1016002 5408 WORKERS COMPENSATI	58,837	0	58,837	44,127.57	.00	14,709.17	75.0%
1016002 5409 BUILDING MAINTENAN	37,902	0	37,902	28,426.23	.00	9,475.42	75.0%
TOTAL GENERAL FUND REFERENCE N ADULT	841,331	40,000	881,331	732,191.47	1,378.63	147,760.43	83.2%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	309,376	0	309,376	339,999.65	.00	-30,624.04	109.9%
1016003 5104 PART TIME SALARIES	53,254	77,888	131,142	121,336.53	.00	9,805.47	92.5%
1016003 5121 MEDICARE INSURANCE	6,461	0	6,461	6,771.67	.00	-310.91	104.8%
1016003 5122 MEDICAL INSURANCE	86,491	0	86,491	45,743.84	.00	40,746.91	52.9%
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	1,489.06	.00	3,190.94	31.8%
1016003 5126 VISION PLAN	970	0	970	829.22	.00	140.78	85.5%
1016003 5127 LONG TERM DISABILI	2,496	0	2,496	1,553.87	.00	942.13	62.3%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	1,130.72	.00	117.28	90.6%
1016003 5129 RETIREMENT	0	0	0	41,439.25	.00	-41,439.25	100.0%
1016003 5130 PART TIME RETIREME	2,930	0	2,930	4,853.47	.00	-1,923.31	165.6%
1016003 5133 401 DEFERRED COMP	4,300	0	4,300	2,579.69	.00	1,720.31	60.0%
1016003 5134 HEALTH RETIREMENT	0	0	0	2,460.28	.00	-2,460.28	100.0%
1016003 5213 DATA PROCESSING	850	0	850	895.21	.00	-45.21	105.3%
1016003 5250 REPAIR & MAINT SER	43,294	0	43,294	31,641.71	5,189.78	6,462.51	85.1%
1016003 5311 OTHER OPERATING SU	5,200	5,000	10,200	9,606.24	.00	593.76	94.2%
1016003 5402 SEPARATION BENEFIT	19,476	0	19,476	14,607.03	.00	4,868.99	75.0%
1016003 5403 PENSION CHARGES	16,871	0	16,871	12,653.10	.00	4,217.68	75.0%
1016003 5404 OPEB CHARGES	19,616	0	19,616	14,711.82	.00	4,903.94	75.0%
1016003 5405 TECHNOLOGY CHARGES	41,106	0	41,106	30,829.23	.00	10,276.39	75.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12								
ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1016003 5408 WORKERS COMPENSATI	44,685	0	44,685	33,513.84	.00	11,171.28	75.0%	
1016003 5409 BUILDING MAINTENAN	37,902	0	37,902	28,426.23	.00	9,475.42	75.0%	
TOTAL GENERAL FUND TECHNICAL SERVICE	701,204	82,888	784,092	747,071.66	5,189.78	31,830.79	95.9%	
1016005 GENERAL FUND LITERACY								
1016005 5103 PERMANENT SALARIES	168,058	0	168,058	134,165.67	.00	33,892.22	79.8%	
1016005 5104 PART TIME SALARIES	85,816	1,444	87,260	65,824.53	.00	21,435.56	75.4%	
1016005 5121 MEDICARE INSURANCE	3,820	0	3,820	2,877.34	.00	942.79	75.3%	
1016005 5122 MEDICAL INSURANCE	43,245	0	43,245	24,160.74	.00	19,084.62	55.9%	
1016005 5125 DENTAL INSURANCE	2,601	0	2,601	1,004.01	.00	1,596.53	38.6%	
1016005 5126 VISION PLAN	780	0	780	430.78	.00	349.22	55.2%	
1016005 5127 LONG TERM DISABILI	1,188	0	1,188	568.61	.00	619.39	47.9%	
1016005 5128 LIFE INSURANCE	676	0	676	499.36	.00	176.65	73.9%	
1016005 5129 RETIREMENT	0	0	0	20,038.87	.00	-20,038.87	100.0%	
1016005 5130 PART TIME RETIREME	1,717	0	1,717	1,394.82	.00	322.24	81.2%	
1016005 5133 401 DEFERRED COMP	2,803	0	2,803	2,804.19	.00	-1.07	100.0%	
1016005 5134 HEALTH RETIREMENT	0	0	0	6,218.04	.00	-6,218.04	100.0%	
1016005 5402 SEPARATION BENEFIT	10,624	0	10,624	7,967.82	.00	2,655.94	75.0%	
1016005 5403 PENSION CHARGES	9,203	0	9,203	6,902.01	.00	2,300.65	75.0%	
1016005 5404 OPEB CHARGES	10,700	0	10,700	8,025.00	.00	2,674.99	75.0%	
1016005 5405 TECHNOLOGY CHARGES	31,620	0	31,620	23,714.79	.00	7,904.92	75.0%	
1016005 5408 WORKERS COMPENSATI	24,375	0	24,375	18,281.10	.00	6,093.70	75.0%	
1016005 5409 BUILDING MAINTENAN	29,155	0	29,155	21,866.34	.00	7,288.78	75.0%	
TOTAL GENERAL FUND LITERACY	426,380	1,444	427,824	346,744.02	.00	81,080.22	81.0%	
1016006 GENERAL FUND CHILDREN SERV								
1016006 5103 PERMANENT SALARIES	236,020	0	236,020	252,701.14	.00	-16,681.55	107.1%	
1016006 5104 PART TIME SALARIES	43,977	0	43,977	57,385.21	.00	-13,408.57	130.5%	
1016006 5121 MEDICARE INSURANCE	5,122	0	5,122	4,545.98	.00	576.18	88.8%	
1016006 5122 MEDICAL INSURANCE	45,691	0	45,691	40,221.30	.00	5,469.42	88.0%	
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	2,139.97	.00	1,460.03	59.4%	
1016006 5126 VISION PLAN	1,080	0	1,080	824.42	.00	255.58	76.3%	
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	1,121.11	.00	66.89	94.4%	
1016006 5128 LIFE INSURANCE	936	0	936	931.76	.00	4.24	99.5%	
1016006 5129 RETIREMENT	0	0	0	30,857.88	.00	-30,857.88	100.0%	
1016006 5130 PART TIME RETIREME	1,411	0	1,411	2,278.83	.00	-867.93	161.5%	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12									
ACCOUNTS FOR: 101	GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016006 5133	401	DEFERRED COMP	4,685	0	4,685	3,649.99	.00	1,035.01	77.9%
1016006 5134		HEALTH RETIREMENT	0	0	0	115.92	.00	-115.92	100.0%
1016006 5301		SMALL SOFTWARE HAR	1,889	0	1,889	1,886.45	.00	2.55	99.9%
1016006 5311		OTHER OPERATING SU	5,500	0	5,500	5,133.60	.00	366.40	93.3%
1016006 5343		BOOKS_SUBSCRIPTION	23,000	0	23,000	22,094.94	.00	905.06	96.1%
1016006 5402		SEPARATION BENEFIT	18,846	0	18,846	14,134.65	.00	4,711.56	75.0%
1016006 5403		PENSION CHARGES	16,325	0	16,325	12,243.93	.00	4,081.29	75.0%
1016006 5404		OPEB CHARGES	18,981	0	18,981	14,236.08	.00	4,745.35	75.0%
1016006 5405		TECHNOLOGY CHARGES	37,944	0	37,944	28,457.73	.00	9,485.92	75.0%
1016006 5408		WORKERS COMPENSATI	43,240	0	43,240	32,430.09	.00	10,810.01	75.0%
1016006 5409		BUILDING MAINTENAN	34,986	0	34,986	26,239.62	.00	8,746.52	75.0%
TOTAL GENERAL FUND CHILDREN SERV			544,421	0	544,421	553,630.60	.00	-9,209.84	101.7%
TOTAL GENERAL FUND			3,166,200	111,332	3,277,532	2,942,116.35	6,568.41	328,846.79	90.0%
TOTAL EXPENSES			3,166,200	111,332	3,277,532	2,942,116.35	6,568.41	328,846.79	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	48,518	0	48,518	37,165.08	.00	11,353.12	76.6%	
1126005 5121 MEDICARE	701	0	701	536.18	.00	164.73	76.5%	
1126005 5122 MEDICAL INSURANCE	10,267	0	10,267	5,152.11	.00	5,114.83	50.2%	
1126005 5125 DENTAL INSURANCE	480	0	480	162.24	.00	317.76	33.8%	
1126005 5126 VISION PLAN	178	0	178	98.00	.00	80.00	55.1%	
1126005 5127 LONG TERM DISABILI	328	0	328	165.81	.00	162.15	50.6%	
1126005 5128 LIFE INSURANCE	182	0	182	133.80	.00	48.19	73.5%	
1126005 5129 RETIREMENT	0	0	0	4,512.39	.00	-4,512.39	100.0%	
1126005 5133 CITY 401 PLAN	1,058	0	1,058	920.47	.00	137.86	87.0%	
1126005 5134 HEALTH RETIREMENT	0	0	0	2,096.81	.00	-2,096.81	100.0%	
1126005 5213 DATA PROCESSING	2,160	0	2,160	1,812.00	.00	348.00	83.9%	
1126005 5303 POSTAGE	5,000	-584	4,416	1,210.00	.00	3,206.00	27.4%	
1126005 5308 OTHER OFFICE SUPPL	1,500	0	1,500	955.70	116.61	427.69	71.5%	
1126005 5343 BOOKS_SUBSCRIPTION	5,760	584	6,344	668.36	.00	5,675.64	10.5%	
1126005 5402 SEPARATION BENEFIT	2,736	0	2,736	2,051.82	.00	683.93	75.0%	
1126005 5403 PENSION CHARGES	2,465	0	2,465	1,848.93	.00	616.29	75.0%	
1126005 5404 OPEB CHARGES	2,866	0	2,866	2,149.74	.00	716.58	75.0%	
1126005 5405 TECHNOLOGY CHARGES	3,689	0	3,689	2,766.57	.00	922.19	75.0%	
1126005 5408 WORKERS COMPENSATI	6,530	0	6,530	4,897.17	.00	1,632.37	75.0%	
1126005 5409 BUILDING MAINTENAN	3,401	0	3,401	2,550.93	.00	850.31	75.0%	
TOTAL LIB PASSPORT TRUST LITERACY	97,819	0	97,819	71,854.11	116.61	25,848.44	73.6%	
TOTAL LIBRARY SERVICES FUND	97,819	0	97,819	71,854.11	116.61	25,848.44	73.6%	
TOTAL EXPENSES	97,819	0	97,819	71,854.11	116.61	25,848.44		

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
351	WIOA	GRANT	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	USED
3516005 WIOA GRANT									
3516005	5103	PERMANENT SALARIES	5,669	0	5,669	16,789.59		.00	-11,120.95 296.2%
3516005	5121	MEDICARE INSURANCE	82	0	82	243.47		.00	-161.27 296.2%
3516005	5122	MEDICAL INSURANCE	2,883	0	2,883	2,708.60		.00	174.42 94.0%
3516005	5125	DENTAL INSURANCE	120	0	120	110.49		.00	9.51 92.1%
3516005	5126	VISION PLAN	36	0	36	51.53		.00	-15.53 143.1%
3516005	5127	LONG TERM DISABILI	62	0	62	75.77		.00	-13.37 121.4%
3516005	5128	LIFE INSURANCE	31	0	31	70.45		.00	-39.25 225.8%
3516005	5129	RETIREMENT	696	0	696	2,055.81		.00	-1,360.26 295.6%
3516005	5133	CITY 401 PLAN	130	0	130	412.56		.00	-282.56 317.4%
3516005	5308	OTHER OFFICE SUPPL	1,650	0	1,650	30.81	116.60		1,502.59 8.9%
3516005	5343	BOOKS_SUBSCRIPTION	525	0	525	41.70	388.63		94.67 82.0%
TOTAL WIOA GRANT			11,884	0	11,884	22,590.78	505.23		-11,212.00 194.3%
TOTAL WIOA GRANT			11,884	0	11,884	22,590.78	505.23		-11,212.00 194.3%
TOTAL EXPENSES			11,884	0	11,884	22,590.78	505.23		-11,212.00

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
353 CAL LIBRARY LITERACY SVC GRANT	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
3536005 CAL LIBRARY LITERACY SVC								
3536005 5103 PERMANENT SALARIES	8,503	0	8,503	25,184.51	.00	-16,681.55	296.2%	
3536005 5121 MEDICARE INSURANCE	123	0	123	365.21	.00	-241.92	296.2%	
3536005 5122 MEDICAL INSURANCE	4,325	0	4,325	4,063.05	.00	261.49	94.0%	
3536005 5125 DENTAL INSURANCE	180	0	180	165.64	.00	14.36	92.0%	
3536005 5126 VISION PLAN	54	0	54	77.28	.00	-23.28	143.1%	
3536005 5127 LONG TERM DISABILI	94	0	94	113.65	.00	-20.05	121.4%	
3536005 5128 LIFE INSURANCE	47	0	47	105.71	.00	-58.91	225.9%	
3536005 5129 RETIREMENT	1,043	0	1,043	3,083.74	.00	-2,040.42	295.6%	
3536005 5133 CITY 401 PLAN	195	0	195	618.79	.00	-423.79	317.3%	
3536005 5208 DUES AND MEMBERSHI	200	0	200	200.00	.00	.00	100.0%	
3536005 5211 OTHER PROFESSIONAL	1,176	0	1,176	1,176.00	.00	.00	100.0%	
3536005 5213 DATA PROCESSING	2,770	0	2,770	2,745.79	.00	24.21	99.1%	
3536005 5266 CONFERENCES_SEMINA	600	0	600	.00	.00	600.00	.0%	
3536005 5308 OTHER OFFICE SUPPL	1,300	0	1,300	1,030.55	194.32	75.13	94.2%	
3536005 5343 BOOKS_SUBSCRIPTION	7,850	0	7,850	7,804.68	1,908.39	-1,863.07	123.7%	
TOTAL CAL LIBRARY LITERACY SVC	28,460	0	28,460	46,734.60	2,102.71	-20,377.80	171.6%	
TOTAL CAL LIBRARY LITERACY SVC GRANT	28,460	0	28,460	46,734.60	2,102.71	-20,377.80	171.6%	
TOTAL EXPENSES	28,460	0	28,460	46,734.60	2,102.71	-20,377.80		

BALANCE SHEET FOR 2026 12

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-266.36	649,190.09
112	1101	ACCOUNTS RECEIVABLE	.00	5,004.00
TOTAL ASSETS			-266.36	654,194.09
LIABILITIES				
112	2150	CUSTOMER OVERPAYMENT PAYABLE	.00	-12.00
112	2301	UNAVAILABLE REVENUE	.00	-5,004.00
TOTAL LIABILITIES			.00	-5,016.00
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-626,018.98
112	3901	REVENUE CONTROL	-5,354.19	-95,013.22
112	3902	EXPENDITURE CONTROL	5,620.55	71,854.11
112	3910	BUDGETARY FB UNRESERVED	.00	59,013.47
112	3911	ESTIMATED REVENUE	.00	79,500.00
112	3912	APPROPRIATIONS	.00	-138,513.47
112	3921	ENCUMBRANCE CONTROL	.00	25,050.92
112	3922	BUDGET FB RES 4 ENCUM	.00	-25,050.92
TOTAL FUND BALANCE			266.36	-649,178.09
TOTAL LIABILITIES + FUND BALANCE			266.36	-654,194.09

** END OF REPORT - Generated by Kishida, Gwen **



Library Board of Trustees Staff Report

Date: July 21, 2026

Agenda Item Number: 10.A.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: Updates on Library Activities

Recommendation:

It is recommended that the Board consider:

1. Receiving and filing the City Librarian's Report; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

N/A

Background:

N/A

Fiscal Impact:

N/A

Attachments:

1. Board Report June 2026 highlights
2. 2025-26 Goals and Objectives 07-26
3. 2025-26 - Statistics - Monthly Summary

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Kristin Olivarez, City Librarian
SUBJECT: June 2026 Report

June Highlights

Summer Reading Program

The 2026 Unearth a Story Summer Reading Program began on June 13 with a kick-off celebration for children and an all-ages performance by POWERHOUSE!!! Percussive Dance. By the end of June, 726 children, teens and adults had registered for the program. Those who read on 35 days during the program will earn a free book and will be entered into grand prize drawings. The program ends August 1.

Children's Services hosted the first summer performer, Captain Tall Tale, at Langley Center on June 17. A total of 152 children and their families enjoyed a high-energy, interactive dance party filled with circus fun. These family-friendly performances will continue in July and are sponsored by the Monterey Park Library Foundation.

Outreach and Partnerships

In June, Library staff attended the annual SGV Pride Festival and the City's Farmers' Market and MPK Campout events where they provided information about library services and resources to attendees, registered attendees for library cards and provided activities.

The Library worked with community partners to offer Job Seeker Support (Chinatown Service Center), the monthly Free Legal Assistance Clinic (Asian Pacific American Bar Association) and a Financial Wellness Workshop (Asian Youth Center).

Community partners including Chinatown Service Center, Asian Pacific Islander Forward Movement, Asian Americans Advancing Justice Southern California, Asian Youth Center and East LA Regional Center continue to visit the Library regularly to provide information about their services to library visitors.

On June 26, City Librarian Olivarez and Library Manager Vera attended the Asian Pacific American Bar Association's Annual Installation Dinner where they accepted the Community Champion Award on behalf on the Library.

Fiscal Year 2025-26 Statistical Highlights

At the close of the 2025-26 fiscal year, the Library recorded 4,788 new patrons registered, an increase of 20% over the prior year, and 224,813 visits to the library, a 4% increase.



Pictured above: Teen Entrepreneurs Visit Courtyard by Marriott; Ready, Set, Grow!; AAA Club; Unearth Their Story; Financial Wellness Workshop; SRP Kickoff; Tam Tran Goes to Washington.

2025-2026 GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
ADMINISTRATION	
1. Continue to explore funding options for mobile library services in order to extend the Library's services to hard to reach or underserved residents.	In progress: The City executed a Closing Agreement with Camino Real Chevrolet to provide the City with a vehicle valued at \$25,580 to be utilized as a bookmobile for the Library and donate \$5,000 towards the bookmobile. The Library Foundation has earmarked \$48,000 to fund mobile library services. The Foundation raised an additional \$46,000 at its annual fundraising Gala held on October 10, with the goal of continuing to contribute towards the bookmobile project.
ADULT & TEEN	
1. Develop programs which showcase the language abilities and other specialized skills of community members to create investment in the library community.	Ongoing: In June, Asian Youth Center a delivered a bilingual financial wellness workshop for seniors in Mandarin and English. The Library also offered a 4-part series of creative writing workshops for teens with local fantasy author, C.B. Lee.
2. Partner with other City divisions and community organizations to help prepare teens for adulthood by providing life skills and cultural enrichment opportunities.	Ongoing: In June, LA-based theater organization, East West Players, visited the Library to perform <i>Tam Tran Goes to Washington</i> , a play aimed at empowering teens to become community activists. Eighty-eight people attended. Two local restaurants supported the production by offering post-show dinner specials for attendees. The Library also partnered with the Courtyard by Marriott Hotel to offer 12 Junior Friends members a 3-hour tour of the hotel as part of the Teen Entrepreneurs series.
OPERATIONAL SUPPORT	
1. Support Children's Services in the implementation of the Student Success Card program by assisting with library card registration drives.	Ongoing: OPS continues to support Children's Services in the implementation of the Student Success Card program by assisting with library card registration drives and preparing library cards in advance of class visits to the library.

GOALS AND OBJECTIVES

PROGRESS

OPERATIONAL SUPPORT

- | | |
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| <p>2. Provide additional training opportunities for staff in order to diversify their skill sets and increase programming capacity of the department.</p> | <p>Ongoing: OPS staff participated in the Summer Reading Program Decorating Committee. Assisting in the planning and implementation of decorations for Library-wide programming helps staff understand the various ways we promote Library programs and provides a sense of ownership and participation.</p> |
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LAMP LITERACY & CITIZENSHIP

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|---|---|
| <p>1. Provide opportunities for English language learners to co-facilitate and co-develop library programs with the Literacy Services Division and Adult Services Division.</p> | <p>Ongoing: Although most literacy students shy away from leadership roles, they are comfortable giving feedback and requesting new programs. For June, staff piloted new workshops at the request of learners (phonics, pronunciation, and writing). Staff will continue to meet with learners to develop programs that they want for themselves throughout the year through formal and informal surveys.</p> |
| <p>2. Establish a volunteer corps comprised of current tutors and learners to assist with volunteer recruitment at outreach events.</p> | <p>Ongoing: Staff continue to meet with volunteer tutors to expand their volunteer duties and to take on additional long-term projects. Although volunteer recruitment remains steady without additional outreach, the goal for 2026-2027 is to strengthen the current group of volunteer tutors by having them facilitate special projects.</p> |
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CHILDREN'S

- | | |
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| <p>1. Launch monthly Science Squad program for ages 6 – 12 to address demand for science programming for older children.</p> | <p>Complete. Science Squad launched as a successful program with full registration for the 2025-2026 school year. This program will continue in the 2026-2027 school year due to its popularity and demand.</p> |
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GOALS AND OBJECTIVES**PROGRESS**

CHILDREN'S

2. Develop and implement multicultural programming for children of all ages to provide events that reflect diverse community cultures.

Ongoing: Multicultural programming continues to be incorporated into children's programs, displays, and activities. Highlights for this year include Take & Make Art Kits in celebration of Black History Month and Asian American & Pacific Islander Heritage Month, which featured art projects for children ages 5-12 based on the work of diverse artists, and a children's Dungeons & Dragons program which featured stories and myths from cultures around the world.

3. Seek out new opportunities to partner with local organizations to provide in-library programs that reduce barriers to access for children and their families.

Ongoing. The Children's Division continues to seek new partnerships with community organizations to deliver programs and resources within the library. Highlights from this year include the Early Learning Resource Fair, which invited local organizations dedicated to children ages 0-5 to come and share information and resources with families, and monthly visits from Eastern Los Angeles Regional Center (ELARC) to provide parents and families with information about resources for those with developmental disabilities.

Monterey Park Bruggemeyer Library Statistics 2025-2026

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	404	360	477	409	248	239	322	254	524	614	466	471	4,788
Student Success Cards Made			28	34	10			7	68	19	1		167
Library Card Renewal	230	290	294	214	157	158	198	167	205	200	192	302	2,607
CIRCULATION													
Total Public Service Hours	208	194	200	216	176	167	191	176	208	208	192	208	2,344
Library Visits	20,799	20,190	21,662	21,151	17,290	15,701	15,221	15,366	20,700	20,495	17,464	18,774	224,813
Total Circulation of Physical Materials	16,291	14,568	16,855	16,688	15,274	14,591	15,753	13,910	16,106	15,911	16,489	16,350	188,786
Circulation of Children's Materials	11,824	10,800	12,665	12,667	11,672	11,228	11,608	10,337	11,957	11,880	12,228	11,880	140,746
Circulation of Adult & YA Materials	4,347	3,660	4,078	3,931	3,529	3,263	4,024	3,454	3,974	3,847	4,020	4,305	46,432
Circulation of Non-English Materials	741	667	741	727	584	497	601	521	533	518	610	627	7,367
Overall eBook	501	456	537	485	458	743	473	441	519	517	611	589	6,330
<i>Palace Project Ebook</i>		5	3				2	5	4	17	4	7	
<i>Overdrive Ebooks</i>	501	451	534	485	458	743	471	436	515	500	607	582	
Overall eMagazine (Pressreader)	6	3	5		23	15	22	25	146	35	56	59	395
Overall eAudio	284	279	254	267	232	265	345	311	312	353	309	354	3,565
<i>Palace Project E Audio</i>		4	6	9	4	12	26	32	6	10	4	9	
<i>Overdrive E Audio</i>	284	275	248	258	228	253	319	279	306	343	305	345	
Overall eVideo (Kanopy)	318	250	185	253	274	417	266	395	255	271	397	241	3,522
Patron amount saved by borrowing instead of purchasing, in dollars	167,297	141,361	154,767	145,762	128,374	128,542	150,886	133,615	162,322	159,701	153,102	167,195	1,792,923
ILL loans to other	2	3	2	2	2		2	6	3	3	5	3	33
ILL loans received		1	2	1	2								6
PREVIOUS YEAR CIRCULATION													
Library Visits (2024-25)	20,818	18,782	22,991	22,726	16,650	17,724	16,500*	16,839	20,750	19,964	19,226	20,496	216,966
Total Circulations (2024-25)	15,687	15,227	16,684	16,991	15,771	14,503	15,787	13,849	15,706	15,800	15,222	15,463	186,690

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
COLLECTION TOTALS													
Adult volumes added	363	160	150	126	120	138	191	194	150	134	123	281	2,130
Children's volumes added	168	251	41	46	91	178	130	57	208	235	231	224	1,860
Items Deleted	1,566	723	1,373	1,222	1,223	996	427	447	389	2,129	613	592	3,990
Total Vols in Collection	102,168	101,875	100,824	99,842	98,813	98,037	98,023	97,886	97,858	96,275	96,143	96,153	N/A
Uses of Public Internet Computers	2,472	2,366	2,241	2,243	1,911	1,801	1,918	1,705	2,075	2,070	1,924	2,038	24,764
Visits to the library website	8,335	6,189	6,015	6,251	5,153	4,967	5,914	5,078	5,077	4,811	4,617	4,896	67,303
# of Wireless Sessions	9,097	10,036	10,815	10,472	7,503	7,648	7,880	7,771	9,605	9,848	9,173	8,858	108,706
GENERAL INTEREST													
Total # of General Interest Programs					1							1	2
In-Person, Onsite			1		1							1	3
In-Person, Offsite													
Total # of General Interest Attendance			125		67							40	232
In-Person, Onsite			125		67							40	232
In-Person, Offsite													
Outreach Events		1											1
Outreach Events- Attendance		100											100
Self-Directed Activities - Number of Programs													
Self-Directed Activities - Attendance													

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
ADULT													
Adult Reference Questions	259	266	293	289	169	184	248	257	316	270	296	305	3,152
Number of Technology Reference Questions	229	223	200	278	191	248	294	303	508	357	382	415	3,628
Total # of Adult Programs	8	3	6	15	4	5	8	5	8	7	7	6	82
In-Person, Onsite	7	3	8	15	4	5	8	5	7	6	7	6	81
In-Person, Offsite									1	1			2
Total Adult Program Attendance	233	32	133	173	81	40	180	63	76	202	134	178	1,525
In-Person, Onsite	237	32	133	173	81	40	180	63	52	172	134	178	1,475
In-Person, Offsite									24	30			54
Outreach Events	1												1
Outreach Events- Attendance	4												4
Self-Directed Activities - Number of Programs													
Self-Directed Activities - Attendance													
YA (Young Adult)													
Total # of Young Adult Programs	6	4	8	7	5	3	3	7	5	6	2	6	62
In-Person, Onsite	5	4	7	7	5	3	3	7	5	5	2	5	58
In-Person, Offsite	1		1									1	3
Total Young Adult Program Attendance	90	77	157	99	64	47	65	111	92	86	59	64	1,011
In-Person, Onsite	77	77	157	99	64	47	65	111	92	86	59	64	998
In-Person, Offsite	13		12										25
Self-Directed Activities - Number of Programs													
Self-Directed Activities - Attendance													

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
LAMP													
LAMP Questions	925	1,475	823	899	502	683	1,539	1,238	1,186	1,285	883	957	12,395
ESL/Citizenship/Workshops (No 1-1) - Total Number	67	83	92	92	60	50	64	35	93	103	90	59	888
In-person, Onsite	67	83	92	92	60	50	64	35	93	103	90	59	888
In-person, Offsite													
Live, Virtual													
ESL/Citizenship/Workshops (No 1-1) Total Attendance	529	896	997	997	561	474	500	393	1,023	1,039	875	718	9,002
In-person, Onsite	529	896	997	997	561	474	500	393	1,023	1,039	875	718	9,002
In-person, Offsite													
Live, Virtual													
Self-Directed Activities													
Passport Services (Passports processed)	110	110	117	78	77	70	126	104	124	112	105	93	1,226
CHILDREN'S													
Children's Reference Questions	280	318	353	364	308	317	367	288	325	343	304	500	4,067
Children's Tech Reference Questions	58	58	62	71	27	27	23	30	36	23	13	30	458
Total # of Children's Programs (0-5 years)	31	12	26	29	27	21	24	24	30	30	29	27	310
In-Person, Onsite	30	11	26	28	27	20	24	21	30	30	28	26	301
In-Person, Offsite	1	1		2		1		3			1	1	10
Total Children's Program Attendance (0-5 years)	1606	516	1,297	2,771	2,001	837	1,232	1,217	1,565	1,661	1,365	1,299	17,367
In-Person, Onsite	1488	501	1,297	1,221	2,001	818	1,232	1,157	1,565	1,661	1,339	1,266	15,546
In-Person, Offsite	108	15		1,550		19		60			26	33	1,811

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Total # of Children's Programs (6-11 years)	16	4	14	15	8	9	5	8	11	12	7	10	119
In-Person, Onsite	13	4	13	14	8	9	5	6	6	11	6	9	104
In-Person, Offsite	3		1	1				2	5	1	1	1	15
Total Children's Program Attendance (6-11 years)	727	70	381	672	257	329	177	265	451	481	262	447	4,519
In-Person, Onsite	359	70	319	310	257	329	177	225	158	404	131	295	3,034
In-Person, Offsite	368		62	362				45	293	77	131	152	1,490
Outreach Events		5	1	3		1		6	6	2	3	2	29
Outreach Attendance		668	621	432		19		229	740	412	289	66	3,476
Self-Directed Activities - Number of Programs	1	1	2	2	2	1	2	3	3	3	3	3	26
Self-Directed Activities - Attendance	625	281	450	461	330	265	284	330	375	530	432	729	5,092



Library Board of Trustees Staff Report

Date: July 21, 2026

Agenda Item Number: 11.A.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: Updates to Library Board of Trustees By-Laws

Recommendation:

It is recommended that the Board consider:

1. Approving the recommended revisions to Library Board of Trustees By-Laws; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

The Library is proposing revisions to the Library Board of Trustees by-laws to clarify the rules and procedures governing Board member meeting absences and align them with Meeting Rules of Procedure adopted by the Monterey Park City Council.

The Board is authorized to adopt and amend bylaws governing its proceedings pursuant to Education Code § 18919 and Monterey Park Municipal Code § 2.80.040. The Library Board of Trustees by-laws state that the by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present.

Proposed changes to the by-laws are reflected in Attachment 1.

Background:

N/A

Fiscal Impact:

N/A

Attachments:

1. 59-01 POLICY By-Laws of the Library Board with Recommended Revisions
2. 59-01 POLICY By-Laws of the Library Board 10-15-24 revised (1)
3. CC Resolution 2026-R23 4-15-26

Monterey Park Bruggemeyer Library Policy	Policy Number: 59-01
	Issue Date: May 28, 1959
	Revised Date: 6/16/59; 12/4/95; 5/9/96; 6/13/96; 8/8/96; 9/15/98; 6/19/01; 5/20/03; 12/14/04; 6/21/05; 8/21/06, 9/27/11, 10/16/12, 1/15/13, 7/16/13, 6/20/17; 1/16/18; 6/29/21; 6/21/22, 10/15/24
Subject: By-Laws of the Library Board of Trustees	Library Board of Trustees' Approval
	Page Number 1 of 4
<u>Purpose:</u> These By-Laws establish a framework for the Library Board of Trustees to conduct its business. <u>Provisions:</u> See attached pages.	

Monterey Park Bruggemeyer Library
May 28, 1959

By-Laws of the Library Board of Trustees of the Monterey Park Bruggemeyer Library

Article I NAME	This Board is called “The Library Board of Trustees of the Monterey Park Bruggemeyer Library” existing by virtue of the provisions of the Education Code (Sections 18910-18927) and the Monterey Park Municipal Code (Chapter 2.80)
Article II PURPOSE	The purpose of these by-laws is to promote and strengthen the development of the Monterey Park Bruggemeyer Library particularly, and of libraries generally; to keep informed of National and State library developments and to convey that information to the community of the City of Monterey Park so that there is an intelligent public opinion relative to libraries and the services they render.
Article III OFFICERS	<u>Section 1:</u> Officers of the Board (President and Vice President) will rotate annually at the July meeting. The Vice President rotates into the Presidency. The order of rotation into the Presidency is by date of appointment. The outgoing President will appoint the incoming President with the consent of the Board. <u>Section 2:</u> The President of the Board may take all reasonable and appropriate actions necessary for the orderly conduct of Board meetings, appoint special committees and fill vacancies therein (subject to Board approval pursuant to these by-laws), participate in Board discussions, make and second motions, and vote in Board actions and decisions. The President serves as the Board’s presiding officer and, consistent with applicable law, exercises the procedural authorities assigned to the presiding officer under these by-laws and the Rules of Procedure referenced in Article VII. <u>Section 3:</u> The Vice President will keep the minutes of the regular meeting, or cause the City Librarian or designee, who may be the ex-officio recording secretary, to keep the minutes. The Vice President/Secretary will also participate in Board discussions, make and second motions, vote in Board actions and decisions, notify the members of any special meetings, write such correspondence as is necessary, and will perform such other duties delegated by the President. The Vice President will serve as President in the President’s absence.
Article IV MEETINGS	<u>Section 1:</u> The Board will hold regular monthly meetings in the Monterey Park Bruggemeyer Library at 6:00 P.M. on the third Tuesday of each month unless the third Tuesday falls on a holiday, in which case the meeting may be held on the following Tuesday.

Section 2: Special meetings may be called by the President or Vice President and may be called at the request of two members of the Board. Such a meeting must be posted to conform with applicable law.

Section 3: A Board member may be excused from attendance at a regular or special meeting due to death of a close relation or an illness, condition or disability of the Board member or close relation. Absences such as vacations, trips out of town or business commitments will not be excused and will be considered unexcused. Written notification must be submitted to the President within seven calendar days following the meeting at which the Board member was absent or the absence will be deemed unexcused. Only one excused absence will be accepted during each fiscal year (July 1 – June 30). If a Board member believes an absence was deemed unexcused in error, the request for an excused absence will be placed onto the next available Board agenda for consideration. If the Board, by majority vote, determines that the Initial Determination was in error, the absence is excused. If the Board denies the request, the absence remains unexcused and counts toward the total number of unexcused absences for the remainder of the fiscal year (July 1 – June 30). If a Board member accrues three unexcused absences in the same fiscal year, the President must send a warning notice to the accruing Board member in writing. Upon a fourth unexcused absence in the same fiscal year, the Board member's seat is deemed vacant, and the President must promptly thereafter notify the Board member and the City Clerk of the vacancy. If the accruing Board member requests an excuse for a fourth unexcused absence, and the Board excuses the absence, the Board member is reinstated to the vacant seat. The President must immediately notify the City Clerk to pause the selection process for a replacement Board member during the pendency of such a Board consideration. If a Board member is reinstated to a previously vacated seat, such reinstatement does not extend or renew the Board member's term of appointment, and the term is not tolled for the period during which the Board member's seat was vacant.

Section 4:

Section 6: All Board members may serve no more than two consecutive three-year terms. The exception to this is determined by MPMC § 2.80.030.

Article V
COMMITTEES

Sub-committees may be appointed by the Board in accordance with applicable law.

Article VI
LIAISONS

Section 1: The Vice President will sit on the Library Foundation Board of Directors as a non-voting member, as desired by the Board. This appointment will be made each July for a term of one year.

Section 2: Representatives of formally recognized library associations must be invited to attend all meetings of the Library Board of Trustees.

Article VII
RULES OF
PROCEDURE

Except as otherwise provided in these By-Laws (adopted in accordance with MPMC § 2.80.040), the Meeting Rules of Procedure (adopted by Resolution No. 2026-R23 on April 15, 2026) apply to all Board of Trustee meetings, to the extent applicable to the Board's functions.

Article VIII
ANNUAL
REPORT

The Board or its designee must on or before November 30 of each year report to the City Council on the condition of the library, for the year ending the 30th day of June preceding.

Article IX
AMENDMENTS

These by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present.

Monterey Park Bruggemeyer Library Policy	Policy Number: 59-01
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	Revised Date: 6/16/59; 12/4/95; 5/9/96; 6/13/96; 8/8/96; 9/15/98; 6/19/01; 5/20/03; 12/14/04; 6/21/05; 8/21/06, 9/27/11, 10/16/12, 1/15/13, 7/16/13, 6/20/17; 1/16/18; 6/29/21; 6/21/22, 10/15/24
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Monterey Park Bruggemeyer Library
May 28, 1959

By-Laws of the Library Board of Trustees of the Monterey Park Bruggemeyer Library

Article I NAME	This organization-Board is called "The Library Board of Trustees of the Monterey Park Bruggemeyer Library" existing by virtue of the provisions of the Educational Code of the State of California (Sections 18910-18927) and the Monterey Park Municipal Code (Sections <u>Chapter 2.80</u>). 020 2.80.060) and exercising the powers and authority and assuming the responsibilities delegated to it as under the said statutes and applicable City of Monterey Park ordinances and resolutions.
Article II PURPOSE	The purpose <u>of these by-laws</u> is to promote and strengthen the development of the Monterey Park Bruggemeyer Library particularly, and of libraries generally; to keep informed of National and State library developments and to convey that information to the <u>electoratecommunity</u> of the City of Monterey Park so that there is an intelligent public opinion relative to libraries and the services they render.
Article III OFFICERS	<u>Section 1:</u> Officers of the Board (President and Vice President) will rotate annually at the July meeting. The Vice President rotates into the Presidency. The order of rotation into the Presidency is by date of appointment. The outgoing President will appoint the incoming President with the consent of the Board. <u>Section 2:</u> The President of the Board has the authority to may take all reasonable and appropriate actions necessary for the orderly conduct of Board meetings, appoint special committees and fill vacancies therein (subject to Board approval pursuant to these by-laws), participate in Board discussions, make and second motions, and vote in Board actions and decisions. <u>The President serves as the Board's presiding officer and, consistent with applicable law, exercises the procedural authorities assigned to the presiding officer under these by-laws and the Rules of Procedure referenced in Article VII.</u> <u>Section 3:</u> The Vice President will keep the minutes of the regular meeting, or cause the City Librarian or designee, who may be the ex-officio recording secretary, to keep the minutes. The Vice President/Secretary will also participate in Board discussions, make and second motions, vote in Board actions and decisions, notify the members of any special meetings, write such correspondence as is necessary, and will perform such other duties delegated by the President. The Vice President will serve as President in the President's absence.

Article IV
MEETINGS

Section 1: The Board will hold regular monthly meetings in the Monterey Park Bruggemeyer Library at 6:00 P.M. on the third Tuesday of each month unless the third Tuesday falls on a holiday, in which case the meeting may be held on the following Tuesday.

~~Section 2: All agendas must be posted in the library and at City Hall at least 72 hours before the time of the meeting, in accordance with the Brown Act (Government Code Section 54950, etc seq.)~~

Section 32: Special meetings may be called by the President or Vice President and may be called at the request of two members of the Board. Such a meeting must be posted to conform with ~~the Brown Act~~applicable law.

Section 43: A Board member may be excused from attendance at a regular or special meeting due to death of a close relation or an illness, condition or disability of the Board member or close relation. Absences such as vacations, trips out of town or business commitments will not be excused and will be considered unexcused. Written notification must be submitted to the President within seven calendar days following the meeting at which the Board member was absent or the absence will be deemed unexcused. Only one excused absence will be accepted during each fiscal year (July 1 – June 30). If a Board member believes an absence was deemed unexcused in error, the request for an excused absence will be placed onto the next available Board agenda for consideration. If the Board, by majority vote, determines that the Initial Determination was in error, the absence is excused. If the Board denies the request, the absence remains unexcused and counts toward the total number of unexcused absences for the remainder of the fiscal year (July 1 – June 30). ~~After the third unexcused absence~~If a Board member accrues three unexcused absences, in the same fiscal year, the President must send a warning notice to the delinquent accruing Board member in writing. Upon the fourth unexcused absence, in the same fiscal year, the delinquent Board member's seat will be considered is deemed vacant, and the President will must promptly thereafter notify the delinquent Board member and the Mayor/City Clerk regarding the member's termination from the Board of the vacancy. If the accruing Board member requests an excuse for a fourth unexcused absence, and the Board excuses the absence, the Board member is reinstated to the vacant seat. The President must immediately notify the City Clerk to pause the selection process for a replacement Board member during the pendency of such a Board consideration. If a Board member is reinstated to a previously vacated seat, such reinstatement does not extend or renew the Board member's term of appointment, and the term is not tolled for the period during which the Board member's seat was vacant.

~~Section 54: A quorum for the transaction of business consists of three members of the Board.~~

~~Section 6: All Board members may serve no more than two consecutive three-year terms. The exception to this is a Board member who was appointed to fill an unexpired term. If the time remaining in the unexpired term is less than 18 months, the newly appointed Board member may serve the remainder of the unexpired term to which they were appointed plus two three-year terms. If the time remaining in the unexpired term is more than 18 months, the newly appointed Board member may serve the remainder of the unexpired term to which they were appointed plus one three-year term. Board members serve until their respective successors qualify and are appointed determined by MPMC § 2.80.030.~~

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~~Special committees for the special purpose of study and investigation may be appointed by the President, with the approval of the Board. Such committees may serve until the completion of the work for which they were appointed. Membership of a committee is limited to two members of the Board and the ex-officio executive officer of the Board (the City Librarian). Sub-committees may be appointed by the Board in accordance with applicable law.~~

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~~Section 1: The Vice President will sit on the Library Foundation Board of Directors as a non-voting member, as desired by the Board. This appointment will be made each July for a term of one year.~~

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Article VII
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ORDER OF
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~~Section 1: The order of business will include Board projects, committee and other reports, unfinished business, new business and announcements, but not necessarily in that order.~~

~~Section 2: The City Librarian will add items to the agenda.~~

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The Board or its designee must on or before November 30 of each year report to the City Council on the condition of the library, for the year ending the 30th day of June preceding.

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These by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present.

~~Article X
AUTHORITY
FOR MATTERS
NOT COVERED~~

~~Board of Trustees proceedings are generally governed by Rosenberg's Rules of Order on all matters pertaining to parliamentary law. Notwithstanding Rosenberg's Rules of Order, motions will be voted upon in the order in which they are made. Moreover, nothing prevents the Board of Trustees expressly adopting a rule or procedure that may be inconsistent with Rosenberg's Rules of Order. An action of the Board of Trustees is not invalidated, or the legality of otherwise affected, by the failure or omission to observe or follow Rosenberg's Rules of Order or any other City Council approved rule of procedure. Voting is done by voice and hand vote unless a Board member specifically requests a roll call vote, or as required by state law. Approval of any motion on a matter brought before the Board shall require the affirmative vote of a majority of the Board members present.~~

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RESOLUTION NO. 2026-R23

**A RESOLUTION ESTABLISHING PROCEDURAL RULES FOR
CONDUCTING LEGISLATIVE MEETINGS WITHIN THE CITY OF
MONTEREY PARK**

BE IT RESOLVED by the Monterey Park City Council as follows:

SECTION 1: Adoption of Rules. The City Council adopts the attached Rules of Procedure, which are incorporated by reference, for conducting meetings of all legislative bodies within the City of Monterey Park. These Rules become effective upon adoption and remain effective unless amended, repealed, or superseded. These Rules are intended to comply with the Ralph M. Brown Act, Government Code §§ 54950 through 54963, and other applicable law. To the extent of any conflict, applicable law controls.

SECTION 2: Supersession. This Resolution supersedes all previous resolutions, policies, exhibits, protocols, and procedural rules addressing the conduct of City Council meetings to the extent they conflict with or duplicate these Rules. Any prior provisions inconsistent with these Rules are repealed and of no further force or effect.

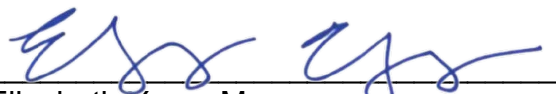
SECTION 3: Severability. If any part of this Resolution or its application is held invalid, the remainder will remain in full force and effect.

SECTION 4: Electronic Signatures and Recordation. This Resolution may be executed with electronic signatures consistent with Government Code section 16.5. The Mayor, or presiding officer, is authorized to sign this Resolution, and the City Clerk, or duly authorized deputy, may attest to it.

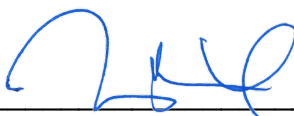
SECTION 5: Recordation. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 6: Effective Date. This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 15th day of April, 2026.


Elizabeth Yang, Mayor

Attest:


Maychelle Yee, City Clerk

Approved as to Form:


Karl H. Berger, City Attorney

State of California)
County of Los Angeles) §
City of Monterey Park)

I, Maychelle Yee, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. 2026-R23 was duly and regularly adopted by the City Council of the City of Monterey Park at a regular meeting held on the 15th day of April, 2026, by the following vote:

Ayes:	Council Members:	Ngo, Wong, Sanchez, Lo, Yang
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None
Recusal:	Council Members:	None

Dated this 15th day of April, 2026.



Maychelle Yee, City Clerk
Monterey Park, California



Monterey Park

MEETING RULES OF PROCEDURE

(Resolution No. 26-xx, adopted April 15, 2026)

1. Authority and Purpose

1.1 Authority

These Rules govern the conduct of all meetings of legislative bodies within the City of Monterey Park. For subordinate legislative bodies, the duties assigned to the Mayor and Vice-Mayor by these Rules apply to the presiding officer.

1.2 Purpose

These Rules are adopted to facilitate orderly, efficient, fair, and legally compliant meetings, to preserve public participation, and to provide clear procedures for the conduct of City Council business.

1.3 Governing Law

All meetings will be conducted in accordance with applicable provisions of the Government Code (i.e., the Brown Act), the Monterey Park Municipal Code, and these Rules. Any procedural issue not expressly addressed in these Rules may be determined by the Mayor, subject to appeal to the City Council and applicable law.

1.4 Procedural Nature of Rules

These Rules are procedural only. Failure to strictly follow a procedural provision does not invalidate an action that otherwise complies with applicable law.

2. Meetings

2.1 Public Meetings

All meetings of the City Council, except closed sessions authorized by law, are open to the public.

2.2 Quorum

Three members of the City Council constitute a quorum. If less than a quorum is present, the City Clerk will record the members in attendance in the meeting minutes.



Monterey Park

and the meeting may be adjourned to a later time. If no members are present, the City Clerk may adjourn the meeting pursuant to Government Code § 54955.

2.3 Presiding Officer

The Mayor presides at all meetings when present. In the Mayor's absence, the Vice Mayor presides. In the absence of both, the Councilmembers present may select a temporary presiding officer by majority vote.

2.4 Call to Order

The Mayor or Vice Mayor will call the meeting to order at the time stated in the notice and agenda. If both are absent, the City Clerk will call the meeting to order for the purpose of selecting a temporary presiding officer.

2.5 Attendance of Officers

The City Manager, City Attorney, and City Clerk, or their designees when authorized, should attend all meetings. The City Manager may participate in discussion but may not vote. The City Attorney may provide legal advice and serve as parliamentarian. The City Clerk maintains the official record.

2.6 Minutes

The City Clerk will record the public proceedings of the City Council in the official minutes, which become public record after Council approval. Unless a majority of the quorum requests otherwise, minutes may be approved without being read aloud.

3. Agenda and Order of Business

3.1 Agenda Preparation

The agenda will be prepared in accordance with procedures directed by the City Manager and applicable law.

3.2 Action Limited to Posted Agenda

The City Council may act only on items appearing on the posted agenda except as otherwise permitted by Government Code § 54954.2 or other applicable law.

3.3 Consent Calendar



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Consent Calendar items are routine matters that the City Manager believes generally do not require separate discussion. Any Councilmember may remove an item for separate consideration, and an item may also be removed upon receipt of a written request for public comment on that item.

3.4 City Communications

Items of interest not listed elsewhere on the agenda, including conference or meeting reports, may be discussed under City Communications, but no action may be taken other than to receive the information or refer the matter to staff.

3.5 Future Agenda Items

The agenda may include a "Future Agenda Items" section during which a Councilmember may make a non-debatable motion to place an item on a future agenda. Placement requires a majority vote. The City Manager retains discretion regarding scheduling unless otherwise directed by the City Council.

3.6 Document Preparation

Unless otherwise directed by the City Council or City Manager, documents to be placed on the agenda should be approved as to form and legality by the City Attorney or designee before presentation to the City Council.

4. Public Participation and Decorum

4.1 Public Right to Address the Council

Any person may address the City Council during public comment, during a public hearing, or with the consent of a majority of the quorum, subject to these Rules and applicable law.

4.2 Scope of Comment

For regular meetings, members of the public may address the City Council on matters within the Council's subject-matter jurisdiction during the public comment portion of the agenda. For special meetings, public comment may be limited to matters listed on the agenda as permitted by Government Code § 54954.3(a). Written comments must be received by the City Clerk at least 24 hours before a scheduled meeting to be considered by the City Council. Written comments will not be verbally read into the record.

4.3 Speaker Procedures



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Persons addressing the City Council must provide any information reasonably requested by the City Clerk for the record, speak from the podium or approved remote platform, and state their name and address for the record unless not required by law. Remarks must be directed to the City Council as a body, not to individual Councilmembers or staff. No question may be asked of Councilmembers or City staff except through the presiding officer.

4.4 Time Limits

Unless a different rule applies to a public hearing or the presiding officer changes the limits as allowed by law, each speaker must follow the time limits in this Rule 4.4 for public comment and other agenda items. To avoid unnecessary repetition, the presiding officer may ask a group to choose one spokesperson and may reasonably limit repetitive comments.

The City Council must balance giving each speaker enough time with the need to hear everyone and finish the meeting on time. As a general guideline, the City Council will use these limits based on the number of speakers signed up:

- 5 or fewer speakers: 5 minutes each.
- 6–20 speakers: 3 minutes each.
- 21–40 speakers: 2 minutes each.
- 41 or more speakers: 1 minute each.

The Mayor or City Council may change these time limits under this Policy, but the same limit must apply to all speakers. Public comment time is non-transferable: speakers must not give their time to someone else or use time that another speaker did not use.

These time limits apply to all agenda items taken at the beginning of the meeting, except public hearings. Public hearings will use the same method for each item unless another law or a City Council decision sets different rules.

People who want to speak must register within 15 minutes after the meeting begins.

4.5 Decorum and Disruption

All participants must conduct themselves in a manner that permits the orderly transaction of business. Disruptive conduct, including conduct that disturbs, disrupts, or impedes the meeting, is prohibited. A person who engages in disruptive conduct may be



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removed from the meeting and excluded for the remainder of that meeting unless the City Council permits continued participation by majority vote.

4.6 Recognition to Speak

Councilmembers wishing to speak must first be recognized by the presiding officer and, except during City Communications or as otherwise permitted, should limit remarks to the item under consideration.

4.7 Rules of Debate and Courtesy

Debate should address the pending matter and not personalities. The presiding officer may enforce decorum, maintain order, and ensure that speakers stay on topic, while preserving fair opportunity for Council and public participation.

4.7.1 Interruptions for Privilege or Order

As a limited exception to the general rule against interrupting a speaker, a Councilmember may raise a point of privilege, point of order, or appeal the ruling of the chair when necessary to protect the orderly conduct of the meeting. The presiding officer will rule on the point or process the appeal under Section 9.1.

4.7.2 Public Information During Proceedings

To support meaningful participation, the presiding officer should, when practicable, tell the public what the Council will be doing, keep the public informed while the Council is doing it, and announce what action the Council has taken after the vote or other disposition of the item.

5. Remote Access and Technology Procedures

5.1 Recording and Virtual Meeting Notice

When meetings are conducted with remote public access, the meeting may be recorded, including public comment. Audience screen names or displayed telephone numbers may be visible as part of the recording. Unless a person is called to provide public comment, participant audio may be muted and video may be disabled. Closed sessions, if any, will not be recorded.

5.2 Methods of Remote Public Comment



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When remote participation is offered, public comment may be submitted in writing before the meeting in the manner designated by the City Clerk, through the platform's recognition feature during the meeting, or by telephone using the access procedures identified on the agenda or meeting notice. To the extent practicable, the City Clerk may also accept written communications during the meeting before the close of public comment to the extent feasible under the procedures stated on the agenda.

5.3 Remote Meeting Decorum

Anonymous attendance may be permitted for audience members, but anonymous participants need not be recognized for public comment. Participants using names that violate community standards, attempting to rename themselves contrary to host controls, or attempting to bypass host controls may be denied entry to, removed from, or blocked from the meeting platform.

5.4 Disruption of Telephonic or Internet Service

If telephonic or internet service is disrupted so that the public cannot observe or attend through the authorized two-way telephonic or audiovisual platform, the City Council will recess open session for at least one hour and make a good faith effort to restore service. During the recess, the City Council may meet in closed session as permitted by law. The City Council will not reconvene open session until at least one hour has passed or service has been restored, whichever occurs first. If service has not been restored when open session reconvenes, the City Council may continue only after adopting, by roll call vote, findings that good faith efforts were made to restore service and that the public interest in continuing the meeting outweighs the public interest in remote access.

6. Motions, Debate, and Voting

6.1 Making Motions

Council action is ordinarily taken by motion. A Councilmember must be recognized before making a motion. The presiding officer will state the motion before a vote and announce the result. A roll call vote must be taken upon request of any Councilmember.

6.2 Seconding Motions

A motion may be debated after it is made. During debate, any Councilmember may call for a second. If no second is forthcoming, the motion fails for lack of a second.

6.3 Debate on Motions



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After a motion is made and seconded, Councilmembers may debate the motion subject to the direction of the presiding officer and these Rules. The Mayor retains the rights of a Councilmember and may move, second, and debate while serving as presiding officer.

6.3.1 Agenda Item Discussion Sequence

Unless a different sequence is required by law, the presiding officer may conduct each agenda item in the following order: announcement of the item; staff or presenter report and recommendation; Council clarifying questions; public comment or public hearing testimony as applicable; motion and second; Council debate; vote; and announcement of the result. The presiding officer may vary this sequence for good cause, for efficiency, or to comply with applicable law.

6.3.2 Chair's Participation in Debate

To promote orderly and impartial meeting management, the presiding officer should ordinarily speak after other Councilmembers have had an opportunity to address the pending matter and should avoid making or seconding motions unless necessary to facilitate Council action. This provision is directory only and does not limit the full participatory rights of the Mayor or other presiding officer recognized elsewhere in these Rules.

6.3.3 Amendments and Substitute Motions

A pending main motion may be modified by a motion to amend. A substitute motion may be used to propose a different disposition of the matter. The presiding officer will determine whether a proposed motion is properly treated as an amendment or a substitute motion, subject to appeal under Section 9.1.

6.3.4 Priority of Motions

When multiple motions are pending, the Council should ordinarily consider the most recently made motion first, including a substitute motion before an amendment and an amendment before the main motion, unless applicable law or these Rules require otherwise. No more than three motions should be pending at the same time unless the presiding officer determines additional procedural flexibility is necessary and no Councilmember objects.

6.3.5 Motions Not Ordinarily Debatable

The following motions are not ordinarily debatable and will be put to a vote promptly after a second, subject to applicable law and any controlling provision



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of these Rules: motion to adjourn; motion to recess; motion to fix the time to adjourn; motion to table; and motion to limit debate.

6.3.6 Supermajority Motions

A two-thirds vote is required for a motion to limit debate, a motion to object to consideration of an item, and a motion to suspend the rules, unless these Rules or applicable law prescribe a different standard. Nothing in this section alters any lower or higher vote threshold expressly established elsewhere in these Rules for substantive City action.

6.3.7 Withdrawal of Motion

Before voting begins, the maker of a motion may request to withdraw it. If the motion has not yet been seconded, the withdrawal is effective upon request. If the motion has been seconded or has become the subject of Council debate, the presiding officer may recognize the seconder or another Councilmember to renew the motion or may allow withdrawal unless a Councilmember objects.

6.3.8 Orders of the Day

A Councilmember may call for the orders of the day to require return to the posted agenda or the pending agenda item. If the presiding officer determines that the meeting has deviated from the agenda or pending item, the presiding officer will direct the body back to the proper order of business, subject to appeal under Section 9.1.

6.4 Order of Voting and Result

Unless a different vote is required by law, a majority of a quorum is required to transact business. The presiding officer will announce whether the motion passed or failed. Tie votes are governed by Section 6.8 and other applicable provisions of these Rules.

6.5 Votes Required for Certain Substantive Matters

Except where two Councilmembers are recused because of a legal conflict, three affirmative votes of the Council are required to approve General Plan amendments, amendments to the MPMC, zone changes, variances, conditional use permits, rezoning for annexations, subdivision maps, and parcel maps. If approval of such a substantive matter fails because three affirmative votes are not obtained, the matter will automatically be continued to the next regular City Council meeting. If the matter is neither approved nor denied at that next regular meeting, it is deemed denied unless



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the applicant requests an additional vote at the next regular meeting. No appeal fee will be charged for an appeal required because of a tie vote or the lack of sufficient affirmative votes where the matter is not subsequently denied.

6.6 Failure to Vote and Abstentions

A Councilmember should vote unless disqualified by a legal conflict of interest. A Councilmember abstaining due to a legal conflict of interest is not counted as part of the quorum and is not deemed to vote. A Councilmember abstaining for reasons other than a legal conflict remains counted for purposes of quorum.

6.7 Silence During Voice Vote

During a collective vote of ayes and nays, silence of any Councilmember denotes an affirmative vote unless a different voting method is used or a Councilmember states an abstention or disqualification.

6.8 Tie Votes

If a tie vote occurs when a Councilmember is absent, the item will be automatically continued once to the next regular meeting. If a tie vote results from a Councilmember's abstention, the motion is lost, except that a tie vote on an appeal is deemed to deny the appeal.

6.9 Changing a Vote

A Councilmember may change a vote only immediately after the vote is announced and before the next agenda item is called.

6.10 Reconsideration

A motion to reconsider may be made before adjournment of the meeting at which the original action was taken. It may be made by a Councilmember on the prevailing side or, in the case of a lost motion, by any Councilmember; it may be seconded by any Councilmember. The motion is debatable and takes precedence over a pending motion. If the action to be reconsidered involves a public hearing item, the item must be re-noticed if reconsideration passes unless it is clearly established that all interested members of the public are still present.

7. Public Hearing Procedures

7.1 Opening the Hearing



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For a public hearing, the Mayor announces the subject, confirms with the City Clerk that notice was properly given, opens the hearing, and calls for disclosure of conflicts and ex parte contacts if applicable.

7.2 Staff and Written Materials

The staff report and other written materials in the agenda packet are received and filed. Additional written materials may also be received and filed. Staff may present an oral report and respond to Councilmember questions.

7.3 Public Testimony

The purpose of public testimony is to provide an opportunity for interested persons to support or oppose the matter under consideration. The presiding officer may instruct speakers regarding required speaker forms, use of the podium or remote access tools, identification for the record, applicable time limits, and avoidance of repetition. The applicant or representative normally speaks first and may be allotted up to ten minutes, including rebuttal time.

7.4 Council Deliberation

After public testimony concludes, the City Council may ask clarifying questions, deliberate, and consider motions.

7.5 Action on Public Hearing Items

The City Council may continue an open public hearing, vote on the item, adopt amendments, allow further public comment when appropriate, or close the hearing and continue the matter for later decision. Continuing an open public hearing to a specific date does not require additional notice.

8. Evidence and Record

8.1 Documentary and Oral Evidence

Documentary evidence, exhibits, written communications, and staff reports relied upon by the City Council must be made part of the record. Oral evidence may be taken under oath or affirmation if requested by the City Council. The Mayor or City Clerk may administer the oath.

8.2 Communications and Petitions



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Communications and petitions may be read aloud in full or in summary, and a full reading must be provided if requested by a majority of the Council. Such materials may be received into evidence at the Council's discretion.

8.3 Displays and Maps

Large maps and displays used at a hearing should be displayed in full view of the Council and, when practicable, included in the record or reduced to an authentic smaller format for the record.

8.4 Admissibility

A public hearing need not follow formal rules of evidence. Relevant evidence of a type on which reasonable persons rely may be accepted, while irrelevant or unduly repetitious evidence may be excluded.

9. Appeals, Privilege, and Continuances

9.1 Appeals of Rulings

Any ruling of the presiding officer may be appealed by a Councilmember. The presiding officer must call for a roll call vote on whether the ruling will be upheld.

9.2 Personal Privilege and Protest

A Councilmember may address the Council on a question of personal privilege when the Councilmember's integrity, character, motives, or the welfare of the Council is at issue, but may not interrupt a speaker until recognized. Any Councilmember may enter into the public record reasons for dissent or protest against a motion carried by the majority.

9.3 Continuances

Upon request of a Councilmember and by majority vote, an item not subject to a deadline may be continued to an agreed meeting date. Any interested person may also request a continuance, which the City Council may grant by majority vote.

10. Adjournment, Amendment, and Ceremonial Items

10.1 Adjournment Time

At 11:00 p.m., if the business of the meeting has not concluded, the Mayor will poll the Councilmembers. Upon majority vote, the meeting may be extended for up to one



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additional hour, and thereafter may be extended in one-hour increments by majority vote.

10.2 Amendment or Suspension of Rules

The City Council may amend or suspend these Rules at any time by majority vote, subject to applicable law. Failure to comply with these Rules does not affect any action taken by the City Council in accordance with applicable law.

10.3 Certificates and Proclamations

Presentation of certificates and proclamations remains honorary and ceremonial. The Mayor or presiding officer conducts presentations concerning City-sponsored events and proclamations. Certificates and proclamations presented at regular meetings should include the signatures required by Council policy, and requests should be submitted sufficiently in advance to permit preparation.